

Strategic Plan FY 2002-2004
Activity Purpose and Measures:

Program	Management Services

Activity **Agency Financial Services**

Activity Purpose Statement The purpose of the Agency Financial Services Activity is to produce financial and budgetary information and reports for the agency so it can ensure appropriate allocation, utilization and control of City resources and stay within their budget.

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Services that Comprise the Activity

- Petty cash auditing and handling services
- Agency budget (operating and capital) development and monitoring
- Revenue and expenditures tracking reports
- Revenue and expenditure estimates
- Accounts receivable services
- Annual financial report
- Travel invoice payments
- Budget variance analysis
- Budget change requests
- Fund certifications
- Fixed asset reports
- Fixed asset inventory
- Payments
- Employee reimbursements
- Purchase card training
- Purchase card authorization
- Accounting entries
- Closing entries

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Activity Performance Measures (Measure & Target)	<u>Results:</u>	<u>Demand:</u>
	Variance of estimate to actual revenue	Budget request
	% Variance of estimate to actual expenditure	
	% of program managers who stay	

within their budget
% of valid invoices entered by agency
CFO in SOAR within 16 days

Output(s):

Total financial monitoring expense

Efficiency:

Total department budget
per dollar of financial
monitoring expense

Responsible Employee(s)	Deloras Shepherd